



MISSOURI DEPARTMENT OF REVENUE
MOTOR VEHICLE BUREAU - DEALER LICENSING SECTION
APPLICATION FOR DEALER, AUCTION, OR MANUFACTURER LICENSE AND NUMBER PLATE(S)

FORM
4682
(REV. 12-2007)

IMPORTANT: Any false statement in this application is a violation of the law and may be punished by fine or imprisonment or both.

LICENSE NUMBER (DOR USE)

LICENSE YEAR (DOR USE)

RETURN COMPLETED APPLICATION TO:
MOTOR VEHICLE BUREAU, DEALER LICENSING SECTION, P.O. BOX 43, 301 WEST HIGH, ROOM 370, JEFFERSON CITY, MISSOURI 65105.

1. BUSINESS NAME

STREET (PHYSICAL ADDRESS)

CITY, STATE, ZIP CODE

TELEPHONE

COUNTY

3. QUANTITY/TYPE OF PLATES ORDERED:
MOTOR VEHICLE _____ POWER SPORT _____
RV _____ TRAILER _____
BOAT _____ BOAT TRAILER _____
LICENSURE FEES: _____ PLATE FEES: _____
RECORD CHECK FEES: _____ TOTAL: _____

COMPLETE IF MAIL TO ADDRESS IS DIFFERENT THAN ABOVE (REQUIRES LETTER FROM POSTAL AUTHORITY)

2. BUSINESS NAME

STREET

CITY, STATE, ZIP CODE

4. TYPE OF OPERATION(S):
☐ A. MV/POWERSPORT DEALER ☐ B. BOAT DEALER ☐ C. MANUFACTURER ☐ D. WHOLESALE MV DEALER ☐ E. BOAT MANUFACTURER
☐ F. WHOLESALE MV AUCTION ☐ G. PUBLIC MV AUCTION ☐ H. TRAILER DEALER

5. TYPE OF UNITS TO BE SOLD/MANUFACTURED. CHECK ALL THAT APPLY.
☐ A. NEW MV'S ☐ B. USED MV'S ☐ C. VEHICLE BODIES/CONVERSIONS ☐ D. BOATS ☐ E. NEW/USED TRAILERS ☐ G. NEW/USED POWERSPORTS
☐ I. NEW/USED BOAT TRAILER'S ☐ J. RECREATIONAL MV'S ☐ K. HISTORIC MV'S ☐ L. CLASSIC MV'S ☐ M. EMERGENCY VEHICLES

6. ☐ BOND ☐ IRREVOCABLE LETTER OF CREDIT NUMBER _____ COMPANY _____ EXP. DATE _____

7. LIST FACTORY FRANCHISE TRADE NAMES AND EXPIRATION DATES (ATTACH COPY OF FACTORY FRANCHISE AGREEMENT. CHECK ALL THE CODES WHICH APPLY TO THE FRANCHISE:
P – PASSENGER, T – TRUCK, RV, BUS, M – POWERSPORT (NOT NEEDED FOR TRAILERS AND ATV'S).

	MAKE	EXP. MO/YR	P	T	M		MAKE	EXP. MO/YR	P	T	M
1.						2.					
3.						4.					
5.						6.					
7.						8.					

8. TYPE OF OWNERSHIP ☐ 1. INDIVIDUAL ☐ 2. PARTNERSHIP ☐ 3. CORPORATION. (STATE OF INCORPORATION): _____ ☐ 4. LIMITED LIABILITY CORP. ☐ 5. OTHER _____

9. HAVE YOU PLEAD GUILTY OR BEEN FOUND GUILTY OF A CRIMINAL OFFENSE WITHIN THE PREVIOUS 10 YEARS? ☐ YES ☐ NO

10. HAS YOUR DEALER/AUCTION/MANUFACTURER'S REGISTRATION EVER BEEN DENIED, SUSPENDED OR REVOKED? ☐ YES ☐ NO IF YES, GIVE DETAILS ON A SEPARATE SHEET

11. ALL OWNERS, PARTNERS, CORPORATE/COMPANY OFFICERS AND REGISTERED AGENTS MUST BE LISTED BELOW. (ALSO APPLIES TO OUT-OF-STATE CORPORATIONS).
ATTACH EXTRA PAPER IF NEEDED FOR ADDITIONAL OWNERS.

LAST NAME, FIRST, MIDDLE INITIAL	SOCIAL SECURITY NUMBER	BIRTHDATE	RESIDENCE ADDRESS	CITY	STATE	ZIP CODE
1.						
2.						
3.						
4.						

I DO SOLEMNLY SWEAR AND AFFIRM THAT THIS APPLICATION IS MADE TO CONDUCT BUSINESS AS A BONA FIDE DEALER, AUCTION, OR MANUFACTURER AS PROVIDED BY SECTIONS 301.550 THROUGH 301.573, RSMo, THAT THE INFORMATION SET FORTH HEREIN IS TRUE AND ACCURATE AND THAT I HAVE THE AUTHORITY TO PROVIDE ALL SUCH INFORMATION AND TO SIGN THIS APPLICATION. THIS SHALL FURTHER CERTIFY THAT THE BUSINESS SHALL MAINTAIN, DURING THE ENTIRE PERIOD OF REGISTRATION, FINANCIAL RESPONSIBILITY FOR EVERY MOTOR VEHICLE IT OWNS, LICENSES, OR OPERATES ON THE STREETS AND HIGHWAYS.

12. SIGNATURE OF APPLICANT

DATE

13. INSPECTION/CERTIFICATION — SEE REVERSE SIDE FOR WHO MUST COMPLETE THIS SECTION. I CERTIFY THAT I HAVE PHYSICALLY INSPECTED THE ABOVE LOCATION AND THAT THE APPLICANT'S BUSINESS QUALIFIES AS A BONA FIDE PLACE OF BUSINESS FOR MANUFACTURING, SELLING, OR AUCTIONING MOTOR VEHICLES, POWERSPORTS, TRAILERS AND/OR BOATS.

DATE APPROVED	NAME AND RANK	DEPARTMENT/TROOP/DISTRICT	BADGE NO.
DATE DISAPPROVED	NAME AND RANK	DEPARTMENT/TROOP/DISTRICT	BADGE NO.

REASON FOR DISAPPROVAL

DEPARTMENT USE ONLY

WALK-IN	SIGNATURE FOR PLATE PICK-UP	DATE REJECTED	REJECTED BY	LICENSE APPROVAL DATE	APPROVED BY	DATE KEYED	KEYED BY
YES							
NUMBER OF PLATES PICKED UP	MOTOR VEHICLE	POWERSPORT	BOAT	BOAT TRAILER	RV	TRAILER	MANUFACTURER

MO 860-0303 (12-2007)

INSTRUCTIONS TO APPLICANT – Please complete the front of this application and submit with the appropriate fees to **DEALER LICENSING SECTION, POST OFFICE BOX 43, JEFFERSON CITY, MO 65105-0043**. For additional information, please view the website at <http://dor.mo.gov/mvdl/motorv/forms/dealermanualinstructions>.

1. **BUSINESS ADDRESS** — The COMPLETE business address must be shown. Please note that a box number without a street address will not be accepted as an actual business address. Dealer license plates will be mailed to the business address.
2. **MAIL TO** — Enter the business mailing address ONLY if it is different from the actual business location. A letter from the local postal authorities must accompany this application stating that the postal authorities cannot or will not deliver mail to the actual business location, or due to reasons of security mail will not be delivered to the actual business location. Dealer plates will not be sent to the mail to address.
3. **FRANCHISE INFORMATION** — This applies only to dealers selling new motor vehicles and new powersport units (motorcycles and motortricycles). A copy of the franchise agreement must be submitted with the application for each franchise. DO NOT show franchise data for trailers or ATVs.
4. **FEES** — Please visit the website above for licensure fees and plate fees
5. **CRIMINAL RECORD CHECK** – Each owner, partner, officer, or registered agent must either submit a current criminal record check made by the Missouri State Highway Patrol or submit a fee of \$9 for each record check and the department will have the record check completed. NOTE: If any owner, partner, or principal officer is a resident of a state other than Missouri, a current criminal background record check from your State Highway Patrol or State Bureau of Investigations must be submitted with this application.

INSPECTION/CERTIFICATION — This section must be completed by an authorized law enforcement officer. Dealers selling emergency vehicles only are exempt from the certification requirement. If you are a motor vehicle dealer your business must be inspected by the Missouri State Highway Patrol. If you are a boat dealer or boat manufacturer either the Missouri State Highway Patrol or the Missouri State Water Patrol can inspect your business. If the business is located in a first class county (Boone, Buchanan, Camden, Callaway, Cape Girardeau, Cass, Clay, Cole, Franklin, Greene, Jackson, Jasper, Jefferson, Platte, St. Charles, St. Louis, St. Louis City, and Taney), an authorized city policeman who is employed in the same city the business is located may complete the inspection. Certifications may not be completed by a sheriff or marshal. (Reference Sections 301.550 through 301.573, RSMo.)

ALL ILLEGIBLE, INCORRECT, OR INCOMPLETE APPLICATIONS WILL BE REJECTED

SELF CHECKLIST FOR REQUIREMENTS

1. Application must be completed as applicable and signed by the business owner. Birthdates, social security numbers, and residence addresses of all owners must be recorded.
2. CURRENT photograph of the bona fide place of business (building, lot, and sign).
3. Letter signed by an authorized postal representative advocating a "Mail To" address, if applicable.
4. Copy of the permanent sign order and photograph of the business' temporary sign, if applicable.
5. Copy of franchise agreement(s), if applicable.
6. Copy of the garage liability policy.
7. Manufacturer's letter outlining operation, if applicable.
8. ORIGINAL corporate surety bond/irrevocable letter of credit listing the exact business name as principal, if applicable.
9. One check or money order for licensure, plate fees, and record check fees made payable to the Missouri Department of Revenue.

Note: The Missouri Department of Revenue may electronically resubmit checks returned for insufficient or uncollected funds.

THE APPLICANT MAY **NOT** BUY OR SELL ANY MOTOR VEHICLE, POWERSPORT UNIT, TRAILER, OR BOAT AS AN AUCTION, DEALER OR MANUFACTURER UNTIL THIS APPLICATION HAS BEEN APPROVED BY THE DEALER LICENSING SECTION. IF THE APPLICANT PURCHASES A MOTOR VEHICLE, POWERSPORT UNIT, TRAILER, OR BOAT BEFORE THE APPLICATION IS APPROVED, THE UNIT MUST BE TITLED IN THE APPLICANT'S NAME AND ALL TAXES AND FEES MUST BE PAID. RECEIPT, BY THE APPLICANT, OF THE BUSINESS CERTIFICATE AND/OR RECEIPT OF THE DEALER LICENSE PLATES CONSTITUTES PROOF OF APPROVAL. SUBMISSION OF THE APPLICATION AND/OR VALIDATION OF FEES **DOES NOT** CONSTITUTE PROOF OF APPROVAL.